

Headquarters U.S. Air Force

Integrity - Service - Excellence

Information Management Career Field



***CMSgt Todd Small
HQ USAF/SCXFD***

U.S. AIR FORCE



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Overview

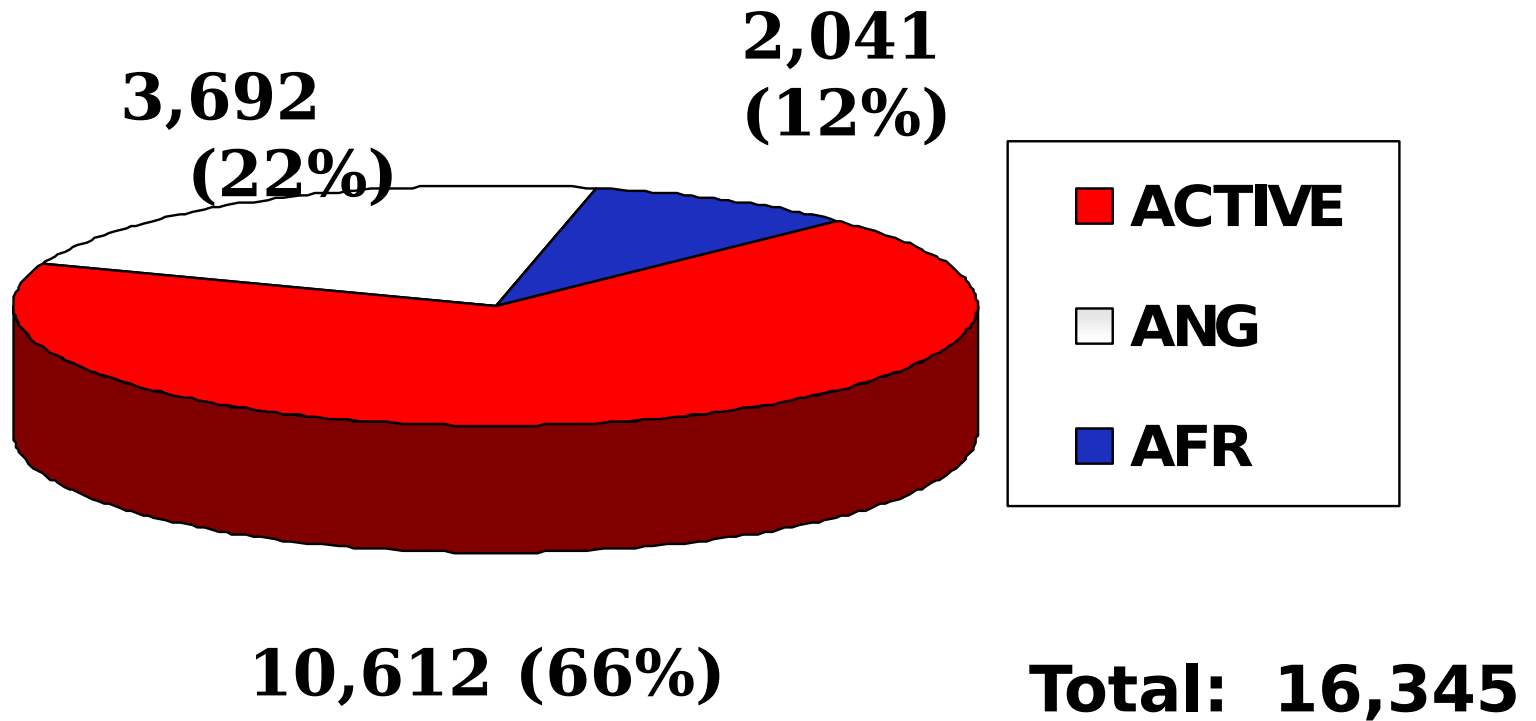
- **Force Characteristics**
- **Technical Training**
- **Career Field Focus**

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3A Enlisted Strength (Total Force)



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3A0XX Manpower Distribution

**ACC: 3014 (28%) AETC: 1454 (14%) AMC:
1058 (10%)**

**AFMC: 883 (8%) PACAF: 911 (9%) USAFE:
683 (6%)**

**AFSPC: 569 (5%) AFSOC: 215 (2%) HQ
USAF: 132 (1%)**

DOD AND OTHER: 1848 (17%)
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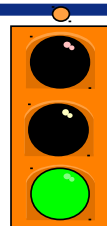
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Information Management (3A0XX)

- 90+% assigned outside “comm”
working for “non-3A” supervisors

- Manning “Bathtub”:

- 214% 3-levels
- 68% 5- levels
- 124% 7-levels
- 123% E-9s



Retention	1st Term	2nd Term	Career
SRB	0	0.5	0
AF Goal	55	75	95
1995	71	81	97
1996	80	80	95
1997	60	75	94
1998	67	73	93
1999	71	73	90
2000	68	70	92
2001	63	74	92

TPR: 600 - 900/yr for next 3 Yrs

MANNING	E1-3	E-4	E-5	E-6	E-7	E-8	E-9	TOTAL
Authorized	857	3234	3336	1864	995	243	83	10612
Assigned	1830	1505	2983	2105	1454	256	102	10235
%Assigned	214%	47%	89%	113%	146%	105%	123%	96%



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Reasons for Leaving

Rank	Information Managers (3A)	%
1	Pay and Allowances	44
2	Availability of Comparable Civilian Jobs	40
3	Overall Job Satisfaction	35
4	Recognition of Efforts	33
5	Geographic Area/Base of Current Assignment	27



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Influences to Stay

Rank	Information Managers (3A)	%
1	Patriotism	53
2	Opportunity for Education and Training	51
3	Job Security	48
4	Availability of Medical Care	45
5	Say in Base of Assignment	41

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Technical Training



- **3-Level Tech School**
- **7-Level Tech School**



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3-Level In-Residence Course

- **336th Technical Training Squadron, Keesler AFB, MS**
- **Group Paced (37 Days)**
- **5 Blocks of Academic Instruction**
 - **Information Management and Computers**
 - **Networking and Software**
 - **Information Processing**
 - **Information Management Functions**
 - **Graphics and Computer Resource Management**

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3-Level In-Residence Course

- **Computer Familiarization**
- **Computer Configuration**
- **Information Assurance**
- **Information Warfare**
- **Essentials of Networking**
- **Computer Protection**
- **Software Installation**
- **Records Mgt**
- **Orders**
- **Document Security**
- **Mail Handling**
- **Keyboarding**
- **Information Sharing**
- **Database Software**
- **Publications Mgt**

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7-Level In-Residence Course

- **336th Technical Training Squadron, Keesler AFB, MS**
- **Group Paced (10 Days)**
- **70 % hands on training**
- **Two Blocks of Academic Instruction**
 - **The New Path**
 - **Vision of Change**



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7-Level In-Residence Course

- **Functional Management Duties**
- **War and Contingency Operations**
- **Emerging Technologies**
- **Information Warfare**
- **Electronic Record Keeping**
- **Internet and Web Page Development**
- **Network and Risk Analysis**
- **Initial System Diagnostics**
- **Computer and LAN Operations**

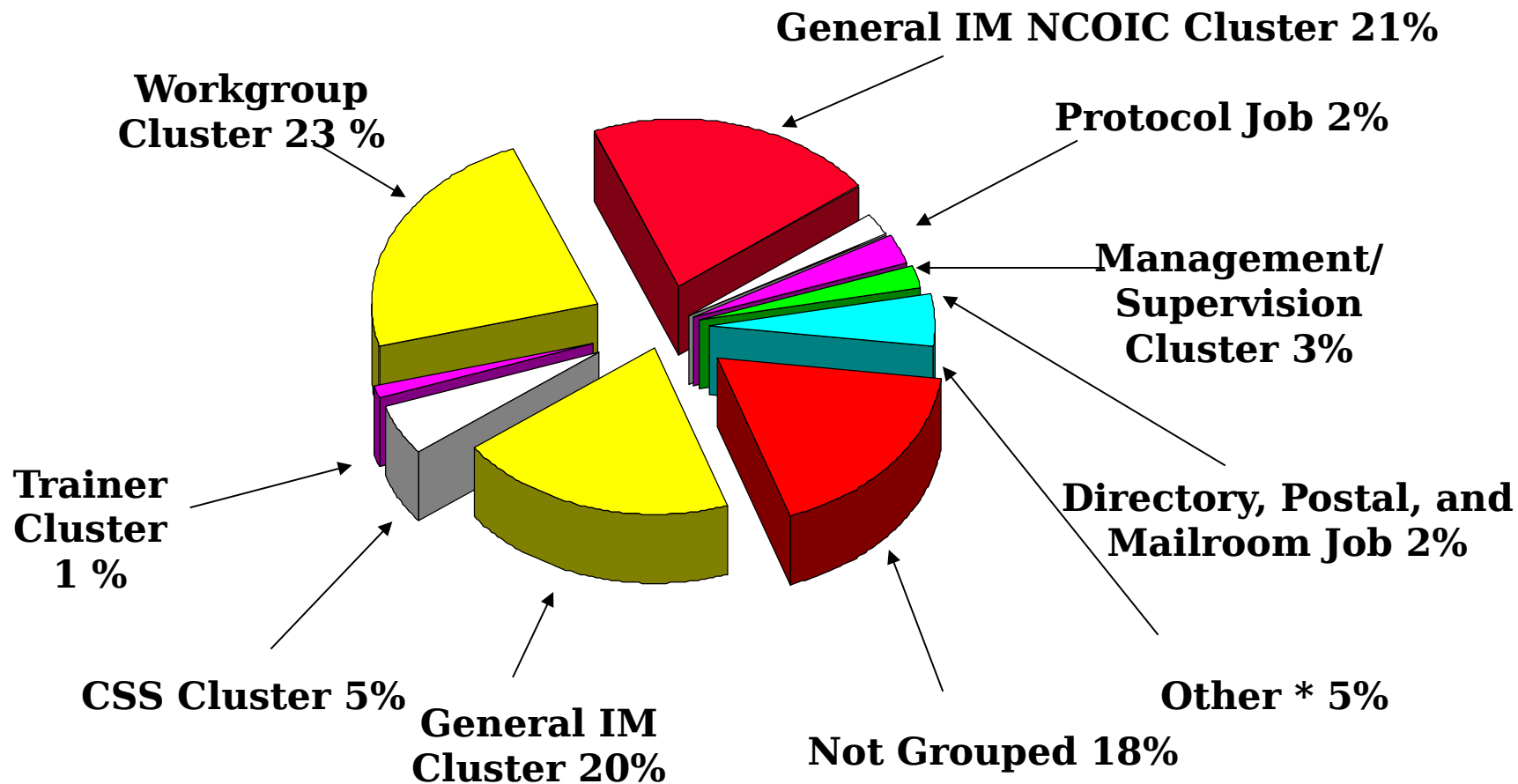
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Information Management

2001 Career Field Occupational Survey



* Basic CSS Job, the IMPAC/Supply Job, the Distribution Activity NCOIC Job, the Mobility and Contingency Job, the Junior and Senior Guard Forms and Publications Coordinator Jobs, the Publications Manager Job, the Document Security Job, and the Records Management Job

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Publications Manager Job

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- **Edit or review publications drafts or reprints**
- **Assign publications numbers**
- **Determine revision schedules of publications indexes**
- **Brief offices of primary responsibility (OPRs) concerning procedures for establishing standard publications**
- **Review requests for new or revised forms**
- **Establish publications indexes**
- **Provide guidelines for development of publications**
- **Prepare forms indexes**

	AD	ANG	AFRC
Number of members	10	1	2
Average number of tasks performed	40	48	37
Average time in present job	1.3 years	N/A	N/A
Average time in career field	5.8 years	N/A	N/A
TAFMS	6.2 years	N/A	N/A
Predominant paygrade	E-4	E-7	E-6, E-8

***2001 3A0X1 Occupational Survey**

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Training: Publications Management

Publications Management	Core Task	3-Level		5-Level		7-Level	
Training Item		Course	CDC	Course	CDC	Course	CDC
Program objectives		A			A	-	B
Responsibilities		A			A	-	B
Structure of publications		A			B	-	-
Numbering process		A			A	-	-
Publications preparation		-			A	-	-
Record sets of publication		-			A	-	-
Publications review		-			A	-	-
Electronic publishing		A			A	-	B
Maintains publications (e.g. supplements, interim changes, etc.)		b			B	-	-
Access publications	*	2b			A	-	-

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Training: Forms Management

Forms Management	Core Task	3-Level		5-Level		7-Level	
Training Item		Course	CDC	Course	CDC	Course	CDC
Program objectives		A			A	-	B
Responsibilities		A			A	-	B
Categories of forms		A			A	-	-
Forms Design		-			A	-	-
Numbering Process		-			A	-	-
Record sets of forms		-			A	-	-
Forms review		-			A	-	-

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Training: Pubs & Forms Dissemination

Pubs and Forms Dissemination	Core Task	3-Level		5-Level		7-Level	
Training Item		Course	CDC	Course	CDC	Course	CDC
Program objectives		A			A	-	B
Responsibilities		A			A	-	B
Types of dissemination used for publications		A			A	-	-
Organizational Accounts Representative (OAR) responsibilities		A			A	-	-
Product Announcements and Subscriptions		-			A	-	-
Accountable forms control		A			A	-	-

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Career Field Focus

2001-2002

- **\$570K Technology Refresh for Tech Training courses for Software, Hardware, Instructor Training (2000)**
 - **\$63K Technology Refresh for additional classrooms**
 - **Published AF Workgroup Management Job Qualification Standard (3A0X1-225D - Position Certification for Workgroup Manager) (2000)**
 - **Published Standardized AF Workgroup Management Exportable Course**
 - **Developing Supplemental In-residence Workgroup Management Course**
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Career Field Focus 2001-2002

- **3A0X1-Information Management (IM) Utilization and Training Workshop (U&TW), 16-20 April 01**
 - **Revised and refined Career Field Education and Training Plan (CFETP) to achieve consistency with other C&I CFETPs.**
 - **Reduced keyboard training by 40% (from 42 to 25 hours); fewer than 10% of accessions have no keyboarding skills.**
 - **Increased training on Internet technologies (web pages, intra/extranets, portals, etc.) and workgroup management skills.**
 - **Enhanced electronic records management (ERM) training through use of hands-on ERM application (7-level course only).**

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Career Field Focus

2001-2002

- **Contracted commercial training (WAVE Tech, Inc.)**
 - **3A WMs: 10 slots per course, per base**
 - **Air Force-funded equipment**
 - **Industry-based commercial training courses**
 - **A+ Hardware; A+ Operating System (3A WMs)**
 - **Networking Essentials; Network + (3A WMs)**
 - **Cisco Certified Network Administrator**
 - **TCP/IP; Win2K Professional/Server**
 - **CD-based Interactive courseware featuring digitized video demonstrations and simulation software; web based training courses (full library)**
 - **Wave Online University featuring practice tests covering course objectives**
 - **“Graded” assessments that chart student progress**
 - **Access to mentoring services**
 - **Assessment test at end of every class**
 - **Free commercial examinations through Prometric**
 - **80% first time success rate for 3A WM-centric courses**
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Career Field Focus

2001-2002

- **USAF Central CBT Site (<https://214.3.105.136/default.asp>)**
 - **Cost-free technology training for all AD, Guard, Reserve (blue-suit and civilians; *not for contractor use*)**
 - **100% coverage of network crew position training requirements**
 - **Repackage courses modeled on WAVE training**
 - **Network familiarity training for all 3A0X1s**
 - **Core Network Fundamentals**
 - **Total CBT Hours: 56.5**
 - **Information Assurance**
 - **Internetworking Essentials**
 - **LAN Technologies**
 - **Microsoft Networking Essentials**
 - **Microsoft Operating Systems Essentials**

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Career Field Focus 2001-2002

- **Career Field Occupational Survey**
 - **“Considerable change over the past two to three years”**
 - **“Career field members acquired extensive new skills in configuring computer systems...skills that were not required a few years ago”**
 - **“Most evident in growth of workgroup management activities....which now comprises 23.4 percent of the career field...compared with 6.3 in the last survey”**

 - **Communications and Information Reengineering Effort**
 - **Reengineering Processes/Updating Manpower Standards for Information Management/Workgroup Management**
 - **First ever attempt to quantify Workgroup Management workload**
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Career Field Focus 3AXXX Future Force

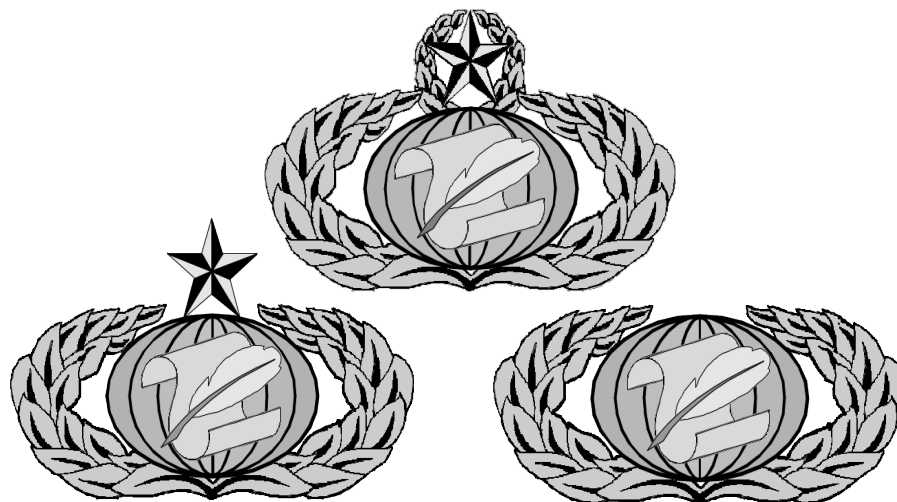
- **Structure training, development, and utilization around single theme: *An AFSC skilled at managing a broad range of information resources.***
- **Become adept at many C&I core functions; not just records management and publications management, but newer, network-centric tasks such as workgroup management, management of organizational computer assets, computer systems security, and information assurance.**
- **Barriers exist; many 3A0X1s are still being used as 3S0X1s (Personnel) in orderly rooms or strictly as clerical support rather than performing information resources management-focused duties.**
- **Realign 3AXXX to the 3CXXX career field classification upon completion of the C&I reengineering effort.**

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Q & A



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